

ENGINEERING PERMIT INSPECTION SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To supervise and train lower level engineering inspection staff assigned to private development and utility permit inspection.

Supervision Received and Exercised:

Receives general supervision from a Principal Civil Engineer or from other supervisory or management staff.

Exercises direct supervision over Engineering Associates and Senior Engineering Associates, or other paraprofessional or technical inspection staff assigned to development and utility inspections.

Essential Functions:

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; plan, prioritize, evaluate workload, and determine assignments; supervise, review and evaluate the work of staff involved in private development, utility permit inspection, and other related public works engineering responsibilities.
- Participate in budget preparation; prepare cost estimates for budget recommendations if required; be familiar with City budgeting practices and procedures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary actions as necessary.
- Recommend goals and objectives; assist in the development, writing and implementation of policies and procedures.
- Supervise and coordinate engineering right of way inspection activities; coordinate
 office and field engineering activities with other City departments, contractors and
 developers.

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- Participate in the development of the engineering inspection work plan; assign work activities, monitor workflow and review materials testing results.
- Conduct a constructability review of plans permitted for construction; review files for inactive or expired permits; renew expired permits when appropriate.
- Participate in final inspection requests, issue notices and citations for construction activities not complying with engineering specifications, estimate and establish the amount of cash bond for uncompleted work and coordinate the completion of bonded work.
- Answer difficult questions and provide information to the public, contractors, engineers, developers and architects; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Provide or coordinate inspection staff training; work with employees to correct deficiencies.
- Serve on committees to address various engineering right of way requirement issues and recommend revisions as necessary.
- Work with information systems to develop and maintain an automated permit updating and tracking information system. Maintain records of the number and type of inspections performed and prepare reports as requested.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Four years of increasingly responsible experience in the inspection of public, commercial, and residential engineering and utility requirements. One year of lead or supervisory experience is preferred.

Education:

Equivalent to an Associate of Arts degree from an accredited college or university with major course work in civil engineering, construction technology or degree related to the core functions of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

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Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 357

Status: Exempt / Classified